

Date:

To: Sue Keilholtz  
Project Controls

Thru: Jim Ray, P.E.  
Manager, PME

Thru: (DST Project Manager)

From: (Lead Engineer)

SUBJECT: (WO Description)  
(Building No.)  
(Work Order #)

The design for the work requested is attached for estimation, fiscal approval and completion by the Facilities Maintenance Shops. For further information regarding this job, please contact \_\_\_\_\_, PME Project Manager.

Attachments: (Indicate which of the following will be attached)

Drawings

Scope of Work

Specifications

Cc: (Requestor) (w/o attachments)  
Clarke Megill (w/o attachments)  
Tim Lenhart (w/o attachments)